Arkansas WebIZ Patient Duplicates Sub-Module Tutorial

Purpose:

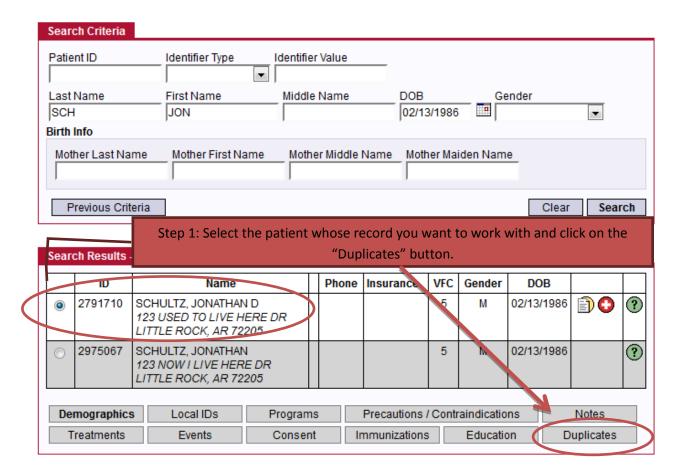
This feature allows users to view previously identified duplicates for a selected patient record and/or to add new duplicates for resolution by the Arkansas WebIZ Administrative Team. Duplicates can be identified by the system or by a user.

Using this sub-module to identify duplicate records means you no longer need to call, email, or fax the Arkansas WebIZ administrative office with your patient duplicates.

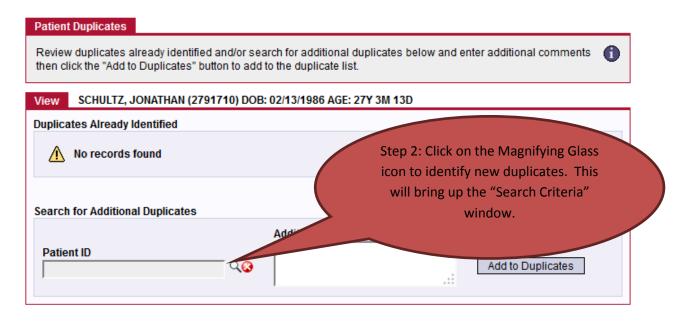
Once you complete the process of identifying a duplicate, the system will store it so that it can be reviewed and reconciled by an Arkansas WebIZ System Administrator.

To identify duplicate records in Arkansas WebIZ, follow these steps:

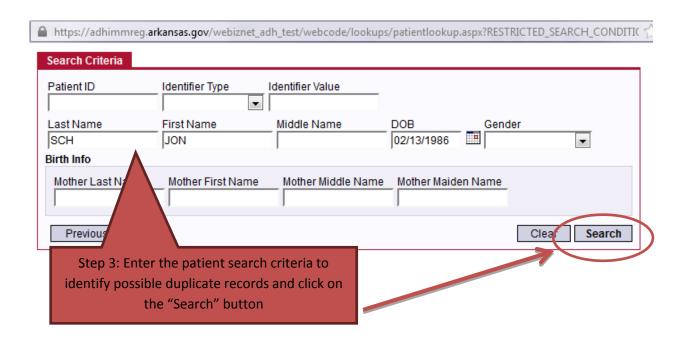
STEP 1: Select the patient whose record you want to work with and click on the "Duplicates" button.



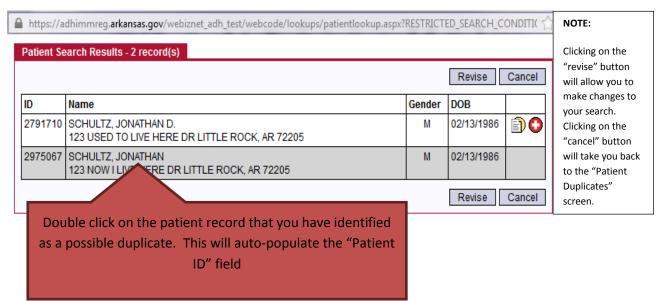
STEP 2: Click on the *Magnifying Glass* icon to identify new duplicates. **PLEASE NOTE**: In this example no duplicate records have been previously identified for the selected patient record.



STEP 3: Enter the patient search criteria to bring up a list of possible duplicate records (see screen shot under step 4)

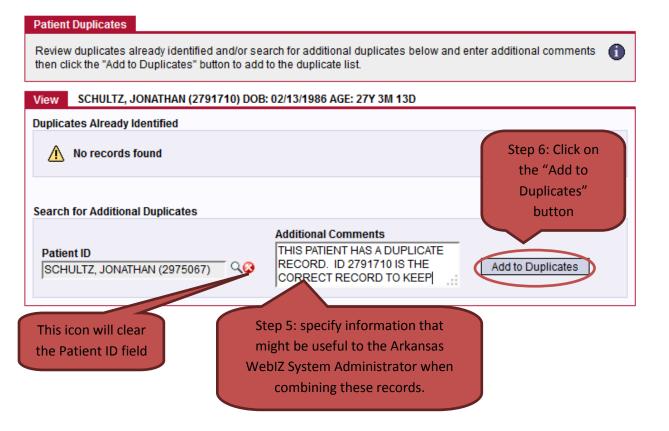


STEP 4: Double click on the patient record that you have identified as a possible duplicate. This will auto-populate the *Patient ID* field on the *Patient Duplicates* screen.



STEP 5: In the *Additional Comments* field specify information that might be useful to the Arkansas WebIZ System Administrator when combining these records. **PLEASE NOTE:** The *Additional Comments* field is a required field.

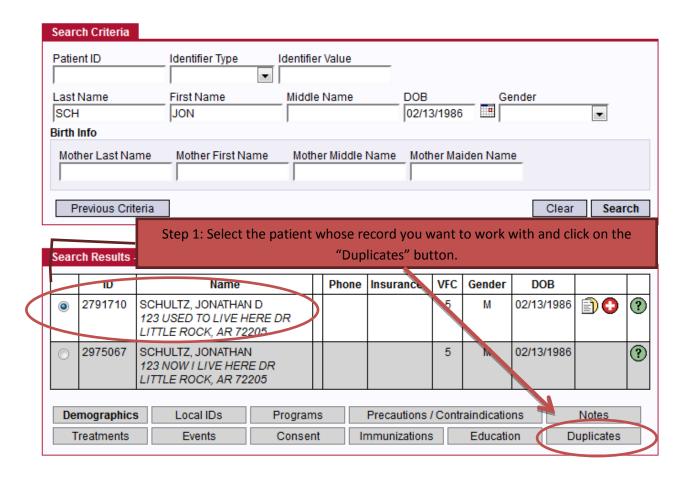
STEP 6: Click on the *Add to Duplicates* button. This information will now be stored in the Arkansas WebIZ system so that the Arkansas WebIZ System Administrator can review and reconcile the records.



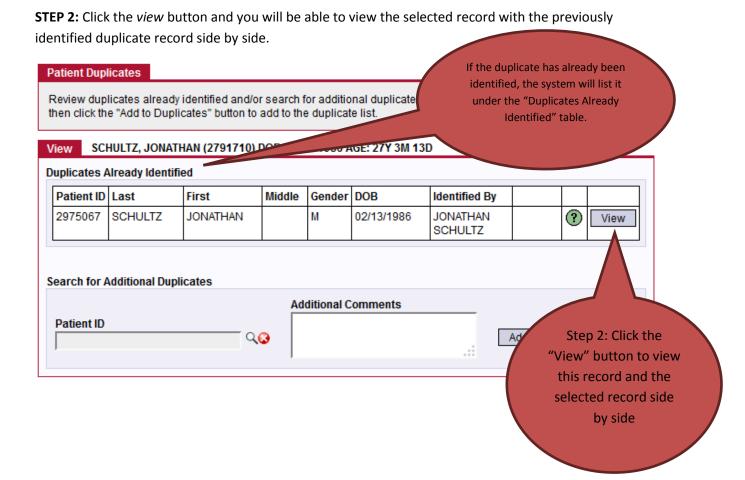
The Patient Duplicates Feature in Arkansas WebIZ also allows users to view potential duplicate records that have already been identified, but not yet merged, in a side by side view.

In the following example, during a patient search, the user noticed that Jonathan Schultz may have a duplicate record in Arkansas WebIZ. To view potential duplicates, please see the following screen shots and instructions.

STEP 1: Select the patient whose record you want to work with and click on the "Duplicates" button.



In this example, a duplicate was already identified by another user in the Arkansas WebIZ Application.



This is an example of what the side by side view looks like

SCHULTZ, JONAT	HAN D (2791710)			SCHULTZ, JONATHAN (2975067))
Last Name	SCHULTZ		00	SCHULTZ	Last Name
First Name	JONATHAN		0 0	JONATHAN	First Name
Middle Name	D		0 0		Middle Name
Generation			0 0		Generation
INC ID	3360750		0 0		INC IE
Alias			0 0		Alias
Gender	M		0 0	M	Gende
DOB	02/13/1986		0 0	02/13/1986	DOE
SSN			0 0		SSN
Language	English		0 0		Language
Mother Maiden			0 0		Mother Maider
Mother First			0 0		Mother Firs
Mother Middle			0 0		Mother Middle
Mother Last			0 0		Mother Last
Multiple Birth	N		0 0	N	Multiple Birth
Primary Contact			0 0		Primary Contact
Primary Address	123 USED TO LIVE HERE DR LITTLE ROCK, AR 72205		00	123 NOW I LIVE HERE DR LITTLE ROCK, AR 72205	Primary Address
Secondary Address	123 USED TO LIVE HERE DR LITTLE ROCK, AR 72205		00	123 NOW I LIVE HERE DR LITTLE ROCK, AR 72205	Secondary Address
Default Provider	ADH TRAINING			ADH TRAINING	Default Provider
Default Clinic	ADH IZ TRAINING		0 0	ADH IZ TRAINING	Default Clinic
Created By	ADH LEGACY USER			JONATHAN SCHULTZ	Created By
Created On	10/9/2012 8:58:12 PM			5/26/2013 5:26:52 PM	Created Or
🖹 🔂					
Ethnicity			_	Ethnicity	
	Not Hispanic or Latino				
Race				Race	
White					
·			There are no races		
Health Insurance			_	Health Insurance	
There are no insurance sources				There are no insurance sources	
Precautions / Contraindications (Effective Date)				Precautions / Contraindications (Effective Date)	
History of Varicella 05/09/2013 (Chickenpox)					
- • •				There are no Precautions / Cont	traindications
Vaccination (Vaccine/Dose/Date/Clinic)			_	Vaccination (Vaccine/Dose/Date/Clinic)	
Нер А		_		Нер А	
Hep A, adult	1 05/21/2013	ADH TRNG		TICP A	
Hep B	7 0072 1720 10	7.57711110		Hep B	
нер в Нер B, adult	1 05/21/2013	ADH TRNG		Перы	
	1 03/2 1/20 13	ADITINIG		MANAR	
MMR MMR	1 05/21/2013	ADH TRNG		MMR	

PLEASE NOTE: You will not be able to combine the record, as this will be performed by an Arkansas WebIZ System Administrator; however, you will be able to determine which record to use when adding immunizations.